

8 November 1983

MEMORANDUM FOR: OTE Unit Chiefs

FROM:

[REDACTED]  
Executive Officer, OTE

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SUBJECT: Alcohol Program Training Session

1. The Alcohol Program coordinator, [REDACTED] will conduct two training and awareness sessions on this subject on 15 and 16 November 1983, from 1300 to 1530 in Room 224, Chamber of Commerce Building.

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2. It is mandatory that all Office of Training and Education supervisors attend this Alcohol Program training. In order to accommodate all supervisors, it would be helpful if each unit would send one-half of its supervisors to each session.

3. If there are any questions, please call [REDACTED] Chief, Administration Division, OTE, on [REDACTED]

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